

4 FAH-3 H-260 POST ACCOUNTING RECORDS AND REPORTS

4 FAH-3 H-261 METHODOLOGY

4 FAH-3 H-261.1 Allotment and Allowance Accounting at the Post Level

(TL:FMP-5; 6-30-95)

Individual posts implement allotment and operating allowance accounting in accordance with the instructions and system capabilities of the supporting RFSC. While the RFSC records allotment and allowance documents, the FMO ensures that the post allotments or allowances are properly recorded on RFSC records and that the allotted funds are available prior to creating obligating and/or liquidating transactions in the financial management system.

4 FAH-3 H-261.2 FMO Responsibilities for Accounting Data

(TL:FMP-5; 6-30-95)

The FMO or the designated official responsible for the funds reviews and verifies post generated obligation and liquidation transactions prior to transmission to the appropriate RFSC. The responsible person also verifies that allotment or operating allowance, obligation and liquidation transactions on RFSC reports are accurate. Resolution of differences are resolved by the RFSC and serviced post.

4 FAH-3 H-261.3 Recording Transactions in Post/RFSC Financial Systems

(TL:FMP-5; 6-30-95)

Allotment and operating allowance accounting transactions are recorded in a timely manner and records are maintained in a current condition in the financial management system at the post and RFSC. FMOs or the designated official are responsible for knowing the funds availability in each allotment and ensure that deficiencies do not occur from untimely or inadequate record keeping. Adjustments and reconciliations are performed in accordance with RFSC/post procedures and the appropriate user documentation for the financial management system.

4 FAH-3 H-261.4 Types of Transactions in Post/RFSC Financial Systems

(TL:FMP-5; 6-30-95)

a. The basic allotment or operating allowance accounting transactions recorded in post and RFSC financial accounting systems include:

- (1) Allotments and operating allowances documenting funds availability;
- (2) Obligations incurred and adjustments;
- (3) Liquidations, including voucher payments, refunds; and
- (4) Other expenditure transactions (e.g., FS-477 transactions for obligations or liquidations conducted at another location).

b. In addition to these allotment or allowance accounting transactions, posts and RFSCs maintain records on transactions involving collections and accruals, especially accounts receivable.

4 FAH-3 H-261.5 Responsibility for Preparing/Approving Obligations

(TL:FMP-5; 6-30-95)

The FMO, another agency officer, or their written designees responsible for the control of funds made available to the post, approves obligation documents prepared by authorized personnel at the post, both for legal correctness and availability of funds.

4 FAH-3 H-261.6 Recording Transactions in Post/RFSC Financial Systems

(TL:FMP-5; 6-30-95)

Obligation amounts as stated on the obligation documents are recorded in the financial management system as they are incurred. Unless other procedures are needed for RFSC support, copies of the obligation documents are filed in the unliquidated obligation files at the post. When obligations are subsequently liquidated, the documents are moved to a liquidated obligation file.

4 FAH-3 H-261.7 Interoffice Disbursement Reconciliation Reports (IODRS)

(TL:FMP-5; 6-30-95)

Interoffice Disbursement Reconciliation Reports (IODRs) provide a summary by allotment or operating allowance for reconciling payments made by other locations and for determining the amounts in transit. IODRs are designed to ensure that posts are notified that disbursements and collections made by the Department or other posts and offices are recorded against the appropriate allotment or allowances. The FMO or the responsible individual reviews IODRs received and determines whether the amounts listed are supported by an obligating document at another location. If the obligation and/or liquidation cannot be validated by the originating location, the amount is not to be booked against the post held allotment or allowance. Questioned items are to be returned in a timely manner to the originating location for resolution and validation. However, the FMO or the responsible official must ensure that all disputed transactions are properly documented and/or ultimately recorded prior to year end closing.

4 FAH-3 H-261.8 Maintenance and Reconciliation of Subsidiary Ledgers

(TL:FMP-5; 6-30-95)

Post financial management personnel, under the direction of an FMO or the responsible individual maintain subsidiary ledgers of accounts receivables that were either generated at the post and/or will be collected at the post (unpaid personal telephone bills, vendor overpayments, salary advances, etc.). These subsidiary ledgers are reviewed monthly and reconciled with accrual accounting information and RFSC records as appropriate. In addition, each post ensures that a status of receivables can be prepared in a timely manner if requested by the Department or a serviced agency (e.g., USIA) under a FAAS agreement or existing MOU.

4 FAH-3 H-261.9 Post Accounting Reports

(TL:FMP-5; 6-30-95)

Since the RFSC generated accounting reports (e.g., FMC and RAMC 60/62 reports) represent the official records for a post, the post FMO or responsible individual reviews, verifies and reconciles RFSC generated reports for each post-held allotment or operating allowance. Consistent with other requirements in this subchapter, the responsible individual ensures that

transactions identified on the RFSC generated reports agree with the transactions recorded at post. When differences occur, they are resolved in a timely manner in accordance with procedures established between the post and the servicing RFSC.

4 FAH-3 H-261.10 Accrual Accounting Requirements and Year-End Reports on Accruals

(TL:FMP-5; 6-30-95)

All posts are requested to identify and report on the status of accruals maintained at the post level. This information is reported on a schedule specified by the Department but will be no less than annually. FMP will prepare detailed instructions identifying reporting requirements and formats for the required accrual information report. The instruction will be forwarded to the servicing RFSCs and posts annually and/or incorporated into the overseas year end closing instructions. Unless specifically requested otherwise in detailed instructions, posts will submit the accrual reports directly to the Department with a copy to the servicing RFSCs.

4 FAH-3 H-262 THROUGH H-269 UNASSIGNED